

**Governor's Office of Criminal Justice Planning**

**RAPE CRISIS PROGRAM**

**REQUEST FOR APPLICATION**



**JULY 2003**

**GOVERNOR’S OFFICE OF CRIMINAL JUSTICE PLANNING  
RAPE CRISIS PROGRAM  
REQUEST FOR APPLICATION**

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**GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING  
RAPE CRISIS PROGRAM  
REQUEST FOR APPLICATION**

**PART I – INFORMATION**

**A. INTRODUCTION**

This Request for Application (RFA) provides all of the information and forms necessary to prepare an application for the Office of Criminal Justice Planning (OCJP) grant funds. The terms and conditions described in this RFA supersede all previous RFAs and any conflicting provisions stated in the OCJP *Grantee Handbook*. However, the *Grantee Handbook* provides helpful information you may wish to consult while developing your application. A copy is available on the OCJP website, <http://www.ocjp.ca.gov/publications.htm>.

**B. CONTACT INFORMATION**

Questions concerning this RFA, the application process, or programmatic issues should be submitted to your Program Specialist or to the Sexual Assault Branch at (916) 324-9120.

**C. APPLICATION DUE DATE**

The application must be delivered to OCJP **by 5:00 p.m.** on the due date or mail the application postmarked by the due date.

**The Due Date Is: Friday, August 15, 2003**

Applicants must submit **one original and one copy** of the application to:

**Governor's Office of Criminal Justice Planning  
1130 K Street, LL60  
Sacramento, CA 95814  
Attn: Rape Crisis Program  
Sexual Assault Branch**

**D. ELIGIBILITY**

Only Rape Crisis Program grantees currently funded in FY 2002/03 are eligible to apply.

Grantees that are Community Based Organizations (CBO) must be active California nonprofit corporations in good standing. It is the grantee's responsibility to file a yearly Statement of Officers form with the Secretary of State. Grantees are also responsible for filing the following documents annually:

- IRS Form 990; and
- State of California, Franchise Tax Board Form 199; or
- State of California, Board of Charitable Trusts Form CT2.

The Application Appendix must include a copy of the most recently filed version of **one** of the above forms. The project is also responsible for keeping copies of these forms on file at the administrative office and making them available for review by OCJP upon request.

## **E. FUNDING CYCLE AND DURATION**

The grant period will begin on October 1, 2003 and end on September 30, 2004. Projects must budget for a 12-month period. The amount of funding for which applicants may apply is listed on the FY 2003/04 Funding Chart (Attachment A). This chart lists the fund sources used to support this Program, and the type of funds designated for each individual project.

Continuation funding is contingent upon the availability of funds and satisfactory performance. Competition for Program funds will occur if one of the following circumstances occur:

- additional funding is received that allows for the establishment of new service areas (e.g., a satellite office or new rape crisis center in densely populated or large geographic areas),
- a currently funded rape crisis project curtails provision of services, or
- a currently funded rape crisis project is de-funded by OCJP.

## **F. PROGRAM INFORMATION**

### **1. Program Guidelines**

The Service Standards for the Operation of Rape Crisis Centers (Attachment B), hereinafter referred to as Service Standards, must be adhered to by all OCJP funded rape crisis centers. The service components and standards discussed in the Service Standards are central to the operation of rape crisis centers, whose mission is to be responsive to the rights and needs of rape/sexual assault victims. The Service Standards should be reviewed in order to fully understand and prepare an application that is responsive to this RFA.

### **2. Source and Use of Funds**

State and federal funds available for FY 2003/04 are as follows:

#### **a. State Penalty Assessment Funds**

These funds are based on penalties levied against persons convicted of state crimes. The use of these funds is restricted to operation of the 24-hour crisis line, follow-up counseling services, in-person counseling services, accompaniment services, advocacy services, information and referral services, and community education programs. All of these services and programs must be sexual assault specific. State funds may also be used to provide bednight services for sexual assault victims. Reasonable administrative expenses that appropriately support these services are allowable. If a project needs to use OCJP-State funds to match non-OCJP grants, they should contact their Program Specialist for assistance in completion of paperwork needed to obtain written approval from OCJP, as provided in *Grantee Handbook* Section 6522.

#### **b. Federal Victims of Crime Act (VOCA)**

The VOCA grant program is authorized by the Victims of Crime Act of 1984, as amended, 42 U.S.C. 10601, *et seq.* VOCA authorizes federal financial assistance to states for the purpose of compensating and assisting victims of crime, providing funds for training and technical assistance, and assisting victims of federal crimes.

- VOCA allows the use of funds for organizational memberships in no more than three national or state criminal justice or victims' organizations per year.
- VOCA funds are restricted to the provision of direct services for crime victims.
- VOCA funds cannot support services and activities to incarcerated individuals even when the service pertains to the victimization of that individual.

- The required VOCA match has been calculated for each project and is shown on the Funding Chart (Attachment A). Projects receiving VOCA funds must maintain records that clearly show the source, the amount, and period during which the match was expended.
- VOCA regulations prohibit the use of these funds for indirect costs. Indirect costs must be computed using the rate specified in the *Grantee Handbook*, Section 2220 and must be paid with other fund sources.
- VOCA guidelines allow these funds to be used for community and school presentations when a primary purpose of the presentation is to identify crime victims and provide, or refer the victims to needed services. Costs related to conducting the presentations (e.g., materials, brochures and newspaper notices) can be supported with VOCA funds.
- VOCA guidelines require that applicants must use volunteers unless there is a compelling reason to waive this requirement.
- VOCA guidelines require that applicants must not charge crime victims for services under the RCC Program.
- VOCA guidelines require that applicants must help victims apply for compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of compensations, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking on claim status. To that end, applicants must collaborate with their local victim/witness agency, and provide a Memorandum of Understanding (MOU) between the applicant and the local victim/witness agency.
- VOCA guidelines require that applicants must promote coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or American Indian task forces, commissions, working groups, coalitions and/or multidisciplinary teams. Coordination efforts also include developing written agreements contributing to better and more comprehensive services to crime victims. **(Coordination activities are not supported with VOCA funds)**
- VOCA guidelines require that applicants must be in compliance with the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. 12101, et seq., and Title 28 of the Code of Federal Regulations, Part 35. The applicant must make every effort to ensure that American Indian victims with disabilities receive appropriate services and ensure that no American Indian victim with disabilities is unable to participate in services due to a lack of awareness of the project's services, lack of accessibility, or inability to accommodate the sexual assault victim's special needs.

Applicants must make efforts to ensure communication with individuals with disabilities is as effective as communication with others without disabilities.

- VOCA guidelines require that applicants must comply with the National Historic Preservation Act (16 U.S.C., Section 470, et seq., as amended), which states prior to use of grant funds to renovate, alter, or otherwise improve the exterior or interior of a building, applicants must notify OCJP for approval. Applicants must also maintain records establishing all proposed renovation work.
- VOCA guidelines require that applicants must complete the Certification Regarding Environmental Tobacco Smoke Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro Children Act of 1994 (Act). This Act requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely

by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act. The applicant/grantee further agrees that it will require the language in this certification be included in any subawards which contain provisions for the sexual assault services and that all subgrantees shall certify accordingly.

**c. Violence Against Women Act – Services\*Training\*Officers\*Prosecution (VAWA S\*T\*O\*P) Program**

S\*T\*O\*P is one of the many programs contained within the VAWA. The purpose of the VAWA S\*T\*O\*P Program is to assist State and local governments to develop and strengthen effective criminal justice strategies to combat violent crimes against women, and to develop and strengthen victim services in cases involving violent crimes against women, including sexual assault, domestic violence, and stalking. ***VAWA S\*T\*O\*P funds can support services to incarcerated women.***

**d. Rape Prevention and Education Program**

The Violent Crime Control and Law Enforcement Act of 1994 amended the Omnibus Crime Control and Safe Streets Act of 1968 and created the Violence Against Women Act (VAWA). One of the programs authorized by VAWA is the Rape Prevention and Education (RPE) Program. These funds are restricted in their use to primary and secondary rape prevention and self-defense programs, and may not be used to support direct victim services. At least 25 percent of these funds must be used for programs for middle, junior, and high school students.

**3. Closure of Rape Crisis Center During Holidays and Emergency Closure**

To be exempted from the statutory requirement that Rape Crisis Center business offices be open during regular business hours, projects must submit the following information in writing two weeks prior to a requested closure:

- dates and times the office will be closed;
- confirmation that the Crisis Line will remain covered 24-hours per day;
- confirmation that appropriate signage will be posted on the business office door in the predominate languages of the service area indicating the dates the office will be closed; when it will reopen; and the telephone number to call for immediate assistance; and
- a brief description of how services, (e.g., accompaniment, advocacy, information and referral, and any support groups that are being cancelled) will be provided.

**G. PREPARING AN APPLICATION**

For clarity, the forms in Part III include an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

The following five components are required for a complete application:

- Application Cover Sheet,
- Grant Award Face Sheet (OCJP A301),
- Project Narrative,
- Budget Narrative and Project Budget (OCJP A303a-c), and
- Application Appendix.



## **PART II – INSTRUCTIONS**

The instructions in this section correspond to each of the application components, as well as to the forms provided in Part III.

Applicants must use the forms provided or computer-generated forms, and plain 8\_” x 11” white paper for the project narrative sections. If computer-generated forms are used, they must duplicate the OCJP forms.

Applications must be typed with characters no smaller than standard 12-pitch font. ***Applicants must double-space all narrative sections of the application.***

Copies of the application must be assembled separately and individually fastened in the upper left corner. **Do not bind applications.**

### **A. PROJECT NARRATIVE**

#### **1. Plan**

##### **a. Objectives and Activities**

Objectives and Activities must be updated for FY 2003/04. The specific wording for the ***eight*** mandatory objectives is provided in Attachment C. Use a separate page for each Objective. Activities describe steps necessary to achieve the Objective. Each activity must indicate the anticipated time frame for completion and the staff who will complete the activity. List Objectives on the left side of the page and Activities on the right side.

##### **b. Human Relations Training**

This annual training is required for ***all*** staff and volunteers working with sexual assault victims and must be provided in addition to the mandated 40-hour sexual assault counselor training. (See Service Standards, Attachment B, Page 19)

Applicants must ***describe the content*** of the Human Relations Training planned for FY 2003/04, which must focus on: group(s) in your service area that have experienced discrimination and prejudice, and how the discrimination and prejudice affects the delivery of sexual assault services. The following are suggested, not required, topics:

- gay men,
- lesbian survivors,
- HIV/AIDS – stereotyping and discrimination,
- serving the mentally ill,
- gangs and sexual assault,
- oppression and sexual assault trauma,
- homophobia,
- sexual assault as it relates to different cultures and ethnicities,
- disabled victims, and/or
- the elderly.

### c. Sexual Assault Training Agenda

In the Application Appendix, include your most recent 40-hour sexual assault training agenda with (1) date and time of each class session, (2) topics covered in each session, (3) hours devoted to each topic, and (4) the discipline/agency addressing each topic. This agenda **must** be consistent with the most recently approved OCJP Sexual Assault Training Certification. Note: Submission of this agenda and approval of your FY2003/04 rape crisis grant award does not constitute approval of training changes. Please contact your Program Specialist if changes to the currently approved training agenda are needed.

### d. Services

Services are to be delivered in a manner consistent with the Service Standards.

### e. Project Summary

Complete the Project Summary Form (Part III, Forms) and include in Application Appendix.

## 2. Implementation

### a. Organizational Chart

The Application Appendix must contain a **current** organizational chart. It must show the relationships between the governing body, the organization, the project, the project staff, the project volunteers and the lines of supervision. Job titles on the organizational chart must match those in the Budget and in the Budget Narrative.

### b. Operational Agreements

Operational Agreements (O.A.s) demonstrate a formal system of networking and coordination between other agencies and the project. O.A.s must: (1) describe plans for coordination of services; (2) identify who provides which services; (3) specify what those services are; (4) be effective for the current grant year; and (5) be signed and dated by both parties, and indicate the titles and agencies of those signing. A Sample Operational Agreement is included in Part III.

Complete the Operational Agreement Summary Form (Part III) and include it in the Application Appendix. List those agencies, organizations and individuals in the applicant's service area with whom the project must have O.A.s for FY 2003/04 and the years covered by those agreements (one, two or three years). A new O.A. need not be obtained if the current one covers FY 2003/04. When this is not the case, a new O.A. for FY 2003/04 (at a minimum) must be obtained. O.A.s must be on file at the project by October 1, 2003.

1) Maintain on file, but do **not** submit the following O.A.s with this Application:

- law enforcement agencies,
- prosecutor's offices,
- medical providers that conduct forensic sexual assault examinations,
- Victim/Witness Assistance Projects, and/or
- therapists and/or mental health providers to which the applicant refers long-term counseling or therapy services, if applicable.

The Services Standards require that Advocacy and Accompaniment services are available 24-hours/day, seven days/week (24/7). O.A.s for either of these services **must** address how 24/7 coverage will be provided.

2) **Do** submit the following O.A.s in the Application Appendix:

- Advocacy referrals, and
- Accompaniment referrals.

## B. PROJECT BUDGET

The purpose of the Project Budget is to demonstrate how the project will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. Projects may supplement grant funds with funds from other sources. However, since all approved line items are subject to audit, applicants should not include in the project budget matching funds (if applicable) in excess of the required match. All budgets are subject to OCJP modifications and approval.

OCJP requires the applicant to develop a **line item** budget that will enable them to meet the intent and requirements of the program, ensure the successful implementation of the project, and be cost-effective. Failure of the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project.

### 1. Budget Narrative

Applicants are required to submit a narrative with the project budget. The narrative must be typed and placed in the proposal in front of the budget pages. In the narrative describe:

- How the proposed budget supports the stated objectives and activities in the project.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff.
- How project-funded staff duties support the proposed objectives and activities.
- The necessity for subcontracts and any unusual expenditures.

Include a Position Funding Chart (sample below) that shows commitment/percentage of positions **to other efforts at your agency**. Enter each position listed on the Budget Personnel page(s) in column one, by title. In column 2, enter the amount of time (in Full-Time Equivalents) each position is paid from this grant. Complete the remaining columns. In the last column, enter the total amount of time (in Full-Time Equivalents) the position is **paid by your agency**.

| <b>Position Funding Chart (Example)</b> |                |                  |               |   |                        |
|---|----------------|------------------|---------------|---|------------------------|
| <b>Position</b>                         | <b>OCJP RC</b> | <b>OCJP DVAP</b> | <b>DHS DV</b> | <b>Other (specify – city, county, United Way, etc.)</b>   | <b>% FTE at Agency</b> |
| Executive Director                      | 20%            | 20%              | 25%           | 10% ABC City RC Funds<br>5% ABC City DV Funds<br>5% XYZ County RC Funds<br>5% XYZ County DV Funds<br>5% United Way RC Funds<br>5% United Way DV Funds | 100%                   |
| Advocate                                | 75%            |                  |               | 5% United Way RC Funds  | 80%                    |
| Advocate                                | 30%            |                  |               | 50% United Way DV Funds   | 80%                    |

## 2. **Specific Budget Categories**

The Forms Section (Part III) includes a separate form for each of the following three budget categories:

- Personal Services – Salaries/Employee Benefits,
- Operating Expenses, and
- Equipment.

Each budget category requires line item detail that addresses the method of calculation and justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. All charges must be clearly documented **and rounded off to the nearest whole dollar**. Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, total only the last page of each budget category.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

### **a. Personal Services – Salaries/Employee Benefits (OCJP A303a):**

#### 1) Salaries

Personal services include all services performed by staff who are directly employed by the applicant and must be identified by position and percentage of salaries. All other persons are to be shown as consultants in the Operating Expenses Category supported by a memorandum of understanding, contract, or operational agreement, which must be kept on file by the grantee and made available for review during an OCJP site visit, monitoring visit, or audit. Furthermore, in the case of grants being passed through a grantee to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category. In either case, they may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If agency personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take that time off using project funds.

#### 2) Benefits

Employee benefits must be identified by type and percentage of salaries. Applicants may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Other benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1\_ clerical positions).

### **b. Operating Expenses (OCJP A303b):**

Operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits and equipment. Such expenses may include specific items directly charged to the project, and in some cases, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$1,000 per unit (including tax, installation, and freight) **and/or with a useful life of less than one year fall within this category.**

Applicants must submit their budget on the budget pages included in Part III, or an identical computer-generated form. These pages require that the funding source and amount be identified for each line item. The total for each of the funding source columns must match the amount listed for your project on the funding chart (Attachment A). Please refer to Source and Use of Funds, Section E. 2., for detailed information regarding specific fund source requirements. Job titles in the Budget must match those in the Budget Narrative and on the Organizational Chart. Each budgeted item requires line-item detail showing the method of calculation and a brief justification for the item. For example:

| <b><u>Correct</u></b>   |              |
|---|--------------|
| <b>Budget Category and Line Item Detail</b>   | <b>TOTAL</b> |
| <u>Mileage</u><br>500 miles/mo. x .34 x 12 months =<br>Travel to meet and accompany victims, to provide community<br>educations programs, rape prevention presentations<br>and attend project related meetings. | \$1860.00    |
|   |              |
| <b><u>Not correct</u></b>   |              |
| <u>Mileage</u>  | \$1860.00    |
|   |              |

**c. Equipment (OCJP A303c):**

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$1,000 or more per unit (including tax, installation, and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

**3. Volunteer Match**

If volunteers are used to meet the VOCA match requirement, the services they provide must be VOCA allowable (see Programmatic Instructions, Part I, Section F, 2.b.). The volunteer match amount must be included as a line item in the budget with detail that addresses the method of calculation and justification for the expense, as shown in the previous “mileage” example. Documentation verifying the actual time worked by the volunteers, justification for the rate of pay, and duty statements must be kept by the project and maintained as part of the accounting records. See *Grantee Handbook* Sections 6512 – 6512.5 for additional information on the requirements.

#### **4. Fiscal Year 2003/04 Trainings**

##### **a. Rape Crisis Regional Trainings**

Six trainings will be conducted. The anticipated meeting sites are: Sacramento, Redding, Emeryville, Fresno, Burbank, and Riverside.

##### **b. Basic Project Director's Training**

Two one-day trainings are designed for new project directors, and will be held in Sacramento. Topics will include: Service Standards for the Operations of Rape Crisis Centers, Progress Reports, fiscal management, grant award modifications, etc.

Training dates, information on the registration process, and locations will be sent when they have been determined. Applicants must budget sufficient travel and per diem for at least one person to attend one of the Rape Crisis Regional Trainings. Applicants may budget for attendance at the Project Director's Training.

The new Sexual Assault Training Certification documents will be mailed by October 1, 2003. Past certifications and approved agendas may be used for training conducted through December 31, 2003. Centers conducting training from January 1 – September 30, 2004, will be required to submit a new Certification Application before that training is held. If no training class is conducted from January through September 2004, a Certification Application using the new forms will need to be submitted by September 30, 2004.

#### **5. Rape Prevention Education Staff Position**

A minimum of one full-time (or equivalent) rape prevention education staff position must be budgeted with the Rape Prevention funds.

#### **C. APPENDIX**

The appendix provides additional information to support components of the application. Items that must be submitted in the appendix are listed on the Checklist in Part III, Forms. The Optional Forms section on the Checklist includes items that may need to be submitted with the application, depending upon the content of the application (e.g., Emergency Fund Procedures), or the specific needs of the applicant (e.g., Additional Signature Authority).

# RAPE CRISIS CENTER FUNDING

FISCAL YEAR 2003/04

ATTACHMENT A

| PROJECT NAME                                | STATE | VOCA   | MATCH | RPE   | VAWA   | TOTAL  |
|---|-------|--------|-------|-------|--------|--------|
| A Woman's Place of Merced County            | 43935 | 133422 | 33356 | 68467 | 12620  | 291800 |
| Alliance Against FV/Bakersfield             | 56297 | 132816 | 33204 | 68131 | 0      | 290448 |
| Bay Area Women Against Rape                 | 51077 | 154655 | 38664 | 80224 | 14498  | 339118 |
| C.A.S.A. Riverside County                   | 55009 | 129782 | 32446 | 66451 | 0      | 283688 |
| Casa de Esperanza, Inc.                     | 39032 | 92169  | 23042 | 45624 | 0      | 199867 |
| Center Community Solutions/N.E. San Diego   | 35365 | 107942 | 26986 | 54358 | 10367  | 235018 |
| Center Community Solutions/S.E. San Diego   | 31237 | 0      | 0     | 46967 | 105541 | 183745 |
| Center Community Solutions/San Diego        | 44752 | 135849 | 33962 | 69810 | 12835  | 297208 |
| Center for Pac/Asian Family/L.A.            | 27630 | 58601  | 14650 | 28301 | 0      | 129182 |
| Coalition to End D&S Violence/Ventura       | 61194 | 144342 | 36086 | 74513 | 0      | 316135 |
| Community Solutions/San Benito              | 27630 | 58601  | 14650 | 28301 | 0      | 129182 |
| Community Solutions/So Santa Clara Co       | 33104 | 78216  | 19554 | 37897 | 0      | 168771 |
| Community Svc Program/N.Orange              | 71244 | 168004 | 42001 | 87614 | 0      | 368863 |
| Community Svc Program/So.Orange             | 48309 | 114008 | 28502 | 57717 | 0      | 248536 |
| Community Violence Solutions/E.Contra Costa | 35773 | 109155 | 27289 | 55030 | 10474  | 237721 |
| Community Violence Solutions/Marin          | 27203 | 83675  | 20919 | 40921 | 8221   | 180939 |
| Community Violence Solutions/San Pablo      | 50057 | 151622 | 37906 | 78544 | 14230  | 332359 |
| County of Alameda/Highland Hosp             | 72016 | 169822 | 42456 | 88622 | 0      | 372916 |
| DV/SA Coalition/Nevada Co.                  | 47535 | 112189 | 28047 | 56709 | 0      | 244480 |
| East Los Angeles Womens Center              | 68410 | 161329 | 40332 | 83919 | 0      | 353990 |
| El Dorado Women's Center                    | 41093 | 97022  | 24256 | 48311 | 0      | 210682 |
| Family Services of Tulare County            | 38222 | 116436 | 29109 | 59061 | 11118  | 253946 |
| Gift Foundation/Antelope Valley             | 35777 | 0      | 0     | 54358 | 120317 | 210452 |
| Haven Women's Center of Stanislaus          | 55009 | 129782 | 32446 | 66451 | 0      | 283688 |
| HOW: Indio                                  | 36385 | 110975 | 27744 | 56037 | 10635  | 241776 |
| HOW: Morongo Basin/San Bernardino           | 28967 | 0      | 0     | 43272 | 98153  | 170392 |
| Human Resource Council/Calaveras            | 43413 | 102482 | 25621 | 51334 | 0      | 222850 |
| Human Response Network/Trinity              | 32331 | 76396  | 19099 | 36890 | 0      | 164716 |
| Kings Community Action Center               | 27630 | 58601  | 14650 | 28301 | 0      | 129182 |
| L.A.C.A.A.W.                                | 57368 | 175545 | 43886 | 89770 | 14774  | 381343 |
| L.A.C.A.A.W./West San Gabriel               | 50057 | 151622 | 37906 | 78544 | 14230  | 332359 |
| Lassen Family Services, Inc.                | 32846 | 77609  | 19402 | 37562 | 0      | 167419 |
| Madera County Action Committee              | 36970 | 87316  | 21829 | 42936 | 0      | 189051 |
| MLK-Rosa Parks                              | 49340 | 116436 | 29109 | 59061 | 0      | 253946 |
| Monterey Rape Crisis Center                 | 37814 | 115222 | 28806 | 58389 | 11011  | 251242 |
| Mtn. Women's Res. Center/Tuolumne           | 40062 | 94596  | 23649 | 46967 | 0      | 205274 |
| North Coast RC Team/Del Norte               | 36970 | 87316  | 21829 | 42936 | 0      | 189051 |
| North Coast RC Team/Humboldt                | 46792 | 141916 | 35479 | 73170 | 13371  | 310728 |
| North County RC/Lompoc                      | 35773 | 109155 | 27289 | 55030 | 10474  | 237721 |
| Operation Care/Jackson                      | 39032 | 92169  | 23042 | 45624 | 0      | 199867 |
| Placer Women's Center, Inc.                 | 38516 | 90955  | 22739 | 44952 | 0      | 197162 |
| Plumas Crisis Intervention/Plumas           | 27630 | 58601  | 14650 | 28301 | 0      | 129182 |

| PROJECT NAME                            |                |                |                |                |                | ATTACHMENT A    |
|---|----------------|----------------|----------------|----------------|----------------|-----------------|
|   | STATE          | VOCA           | MATCH          | RPE            | VAWA           | TOTAL           |
| Plumas Crisis Intervention/Sierra       | 27630          | 58601          | 14650          | 28301          | 0              | 129182          |
| Project Sanctuary, Inc. (Coast)         | 32846          | 77609          | 19402          | 37562          | 0              | 167419          |
| Project Sanctuary, Inc. (Inland)        | 39547          | 93382          | 23346          | 46296          | 0              | 202571          |
| Project Sister SA Crisis Center         | 67895          | 160116         | 40029          | 83247          | 0              | 351287          |
| Rape Counseling Services of Fresno      | 57978          | 15428          | 3857           | 86961          | 180679         | 344903          |
| Rape Counseling Services/West Fresno    | 30617          | 0              | 0              | 45960          | 103522         | 180099          |
| Rape Trauma Services/San Mateo          | 61709          | 145555         | 36389          | 75185          | 0              | 318838          |
| Rape Treatment Center/Santa Monica      | 72142          | 175545         | 43886          | 89770          | 0              | 381343          |
| RCI/Butte & Glenn                       | 51401          | 121289         | 30322          | 61748          | 0              | 264760          |
| RCI/Tehama                              | 41093          | 97022          | 24256          | 48311          | 0              | 210682          |
| Riverside Area RCC                      | 57587          | 135849         | 33962          | 69810          | 0              | 297208          |
| SA Crisis Agency/Long Beach             | 59648          | 140702         | 35176          | 72498          | 0              | 308024          |
| SA Recovery & Prevention Ctr./S.L.O.    | 32917          | 100663         | 25166          | 50327          | 9722           | 218795          |
| SA/DV Center/Woodland                   | 37485          | 88529          | 22132          | 43608          | 0              | 191754          |
| San Bernardino S/A Services             | 72142          | 175546         | 43887          | 89769          | 0              | 381344          |
| San Francisco W.A.R.                    | 52432          | 123716         | 30929          | 63092          | 0              | 270169          |
| Santa Barbara RCC                       | 54494          | 128569         | 32142          | 65779          | 0              | 280984          |
| Santa Clara Valley YWCA/Northern        | 39289          | 92775          | 23194          | 45955          | 0              | 201213          |
| Santa Clara Valley YWCA/San Jose        | 55771          | 168609         | 42152          | 87950          | 15732          | 370214          |
| Shasta County Women's Refuge            | 40262          | 122502         | 30626          | 62420          | 11654          | 267464          |
| Siskiyou DV & Crisis Center             | 32073          | 75789          | 18947          | 36554          | 0              | 163363          |
| Solano Women's Crisis Center            | 50370          | 118863         | 29716          | 60404          | 0              | 259353          |
| Sure Helpline Center                    | 32331          | 76396          | 19099          | 36890          | 0              | 164716          |
| Sutter Lakeside Community Services      | 27630          | 58601          | 14650          | 28301          | 0              | 129182          |
| T.E.A.C.H., Inc.                        | 27630          | 58601          | 14650          | 28301          | 0              | 129182          |
| Tahoe Women's Services                  | 34651          | 81855          | 20464          | 39913          | 0              | 176883          |
| Tri-Valley Haven for Women              | 49855          | 117649         | 29412          | 59733          | 0              | 256649          |
| United Against SA/Sonoma County         | 58102          | 137063         | 34266          | 70482          | 0              | 299913          |
| Univ.Corp., Valley Trauma Ctr., NW L.A. | 29999          | 0              | 0              | 44952          | 101513         | 176464          |
| University Corp., CSU Northridge        | 57519          | 135889         | 33972          | 89755          | 55183          | 372318          |
| Volunteer Center of Napa County         | 38630          | 117649         | 29412          | 59733          | 11225          | 256649          |
| WEAVE, Inc.                             | 72144          | 175545         | 43886          | 89768          | 0              | 381343          |
| Wild Iris Women's Services/Inyo         | 32588          | 77002          | 19251          | 37226          | 0              | 166067          |
| Wild Iris Women's Services/Mono         | 32588          | 77002          | 19251          | 37226          | 0              | 166067          |
| Womanspace Unlimited/So. Lake Tahoe     | 41351          | 97629          | 24407          | 48647          | 0              | 212034          |
| Women's Center of San Joaquin County    | 72142          | 175546         | 43887          | 89769          | 0              | 381344          |
| Women's Center, High Desert, Inc.       | 19693          | 0              | 0              | 28301          | 67847          | 115841          |
| Women's Crisis Center/Salinas           | 72016          | 169822         | 42456          | 88622          | 0              | 372916          |
| Women's Crisis Support/Santa Cruz       | 38357          | 102487         | 25622          | 51334          | 5054           | 222854          |
| Women's Resource Center/San Diego       | 34393          | 81249          | 20312          | 39577          | 0              | 175531          |
| Womenspace Unlimited/Alpine County      | 27630          | 58601          | 14650          | 28301          | 0              | 129182          |
| YWCA of Greater LA/Compton              | 58617          | 138275         | 34569          | 71154          | 0              | 302615          |
| <b>TOTAL ALL FUNDS</b>                  | <b>3720000</b> | <b>8739871</b> | <b>2184974</b> | <b>4784869</b> | <b>1055000</b> | <b>20484714</b> |



## **SERVICE STANDARDS FOR THE OPERATIONS OF RAPE CRISIS CENTERS**

These service components are central to the operations of rape crisis centers whose mission is to be responsive to the rights and needs of rape/sexual assault victims. Although these services are represented as distinct sets of activities, it is understood that there is considerable overlap and interdependency between them. In the following discussion of each criteria, a service standard which is defined as the **minimum level** of adequate service is established.

With the exception of compliance to mandatory reporting laws as they pertain to child abuse, the abuse of dependent adults or the elderly, or cases involving the potential of great bodily harm to oneself or others, centers must guarantee client confidentiality to all adult clients. The sole source of information regarding clients must be the client her/himself. Centers must have the client sign a waiver in the event that a client wishes to allow the case to be discussed with any individual not employed by the center.

### **A. SERVICES**

The goal of intervention is to reduce the level of trauma experienced as a result of a sexual assault by assisting victims in strengthening their coping skills through empathetic response and support during all initial and subsequent contacts.

#### **1. Crisis Intervention Services**

Crisis Intervention Services are defined as the provision of initial crisis intervention services to victims of sexual assault.

##### **Service Standard**

- a. Centers must maintain a 24-hour, seven day-a-week telephone line using the services of an answering service and/or a call forwarding system. The purpose of this service is to provide crisis intervention services for victims of sexual assault, family or friends, and to receive referrals from law enforcement, hospitals, and community agencies. The crisis line must be staffed at all times by staff or volunteers who are trained to provide crisis intervention and information and referral to victims of sexual assault.
- b. A trained staff member or volunteer must be immediately accessible to callers on a 24-hour basis. Immediately accessible means a waiting period not to exceed 10 minutes. Availability of an answering service to take messages is not considered full coverage and does not meet the minimum criteria in this category.
- c. A trained staff member or volunteer is defined as an individual who has successfully completed a minimum of 40 hours of training and participates in in-service training programs pursuant to California Evidence Code Section 1035.2.
  - 1) Centers must provide a minimum of 40 hours of training to staff, volunteers and supervisors in order to meet the statutory requirements for client confidentiality. The center must issue certificates to qualified sexual assault victim counselors. See Appendix A for a copy of the statute on sexual assault client/counselor privilege.

- 2) The training curriculum must include, but is not limited to, the following subject areas: Rape Trauma Syndrome; child sexual abuse; crisis intervention principles and techniques; medical, law enforcement, criminal justice/legal procedures; mandated reporting laws; confidentiality; referral methods and resources; historical, psychological, and socio-cultural aspects of sexual assault; and the provision of services directed toward groups that have experienced discrimination. All of the above subject areas are to be specific to sexual assault victims.
  - 3) A training manual must be developed and provided to each staff member and volunteer staffing the crisis line. The manual must cover the training curriculum listed above and must include policies and procedures for volunteers. (See Section G. 2.)
  - 4) Sexual assault counselors must participate in 12 hours of continuing education each year. No more than 4 hours may be self-study (e.g. reading assignment, approved educational video). The remaining 8 hours must be participatory (e.g. trainings conducted by the RCC, case management, workshops focusing on sexual assault issues, teleconference trainings, educational conference calls) and focus on sexual assault and/or issues that arise during provision of sexual assault services.
- d. Adequate supervision of volunteers is essential in order to ensure consistent quality of services. The staff of the center must supervise volunteers. This must include a system that requires contact between staff and volunteers within the time frame outlined in the volunteer policies of the individual agency. The purpose of the contact is to report having received a crisis call and to discuss actions taken or methods of proceeding.
  - e. Staff and volunteers handle initial client contacts, provide immediate crisis intervention, follow-up contact, and in-person counseling in order to ensure consistent services. If the center does not provide long-term counseling services, the case must be referred to a qualified professional with expertise in sexual assault counseling depending on the needs of the victim. (See Sections B.1. and 4.)
  - f. At a minimum, centers must serve the same number of sexual assault victims as there are cases of forcible rape (Penal Code Section 261) reported to law enforcement agencies within the center's service area during the grant year. Sexual assault includes, but is not limited to the following violations listed in the California Penal Code: rape; unlawful intercourse; gang rape; rape by foreign object; spousal rape; attempted rape; assault with intent to rape; sexual battery; oral copulation; sodomy; incest; annoying or molesting a child; lewd or lascivious conduct with a child; and unlawful sexual intercourse, oral copulation or sodomy when consent is procured by fear or fraudulent representation with intent to create fear.
  - g. Business Hours. The requirement that rape crisis centers maintain regular business hours is based on California Penal Code Section 13837 (See Appendix B).
- 1) All rape crisis centers must maintain "normal business hours." This means rape crisis center offices must be open to the public Monday through Friday for a continuous eight hour period that occurs between the hours of 8:00 a.m. and 5:00 p.m. with the only exception being closure during the lunch hour.

- 2) All rape crisis centers must make every possible effort to have staff in the office to respond to telephone inquiries, drop-in clients or members of the public during their established business hours.
- 3) Rape crisis centers with a full-time office worker/secretary/clerical position must have staff in their office at all times during their business hours.

## **2. Follow-up Counseling Services**

Follow-up Counseling Services are defined as client contact made either by telephone or in-person immediately after the initial crisis and/or subsequently thereafter in order to meet the immediate and on-going needs of the client, ensure the continuity of services, and/or to offer and arrange a referral related to the client's needs.

### **Service Standard**

- a. Centers must offer to contact all clients within three working days after the provision of crisis intervention services and shall do so when appropriate and/or according to the needs of the client.
- b. Centers must perform periodic assessments of each client's needs. The frequency of such assessment must be based upon the severity and characteristics of each individual case. Intervention plans must be modified according to the results of the assessment and may involve the provision of, or the referral to, long-term treatment or self-defense/prevention training.
- c. A minimum of 45 percent of clients receiving crisis intervention services must receive follow-up crisis counseling services. An attempt to provide this service for each client is required.
- d. Centers must establish intervals during which staff or volunteers will attempt to contact all clients after the initial provision of crisis intervention.
- e. Follow-up counseling also means that centers must perform periodic assessments of each client's needs. The frequency of such assessment must be based upon the severity and characteristics of each individual case. Counseling intervention plans must be modified according to the results of the assessment.

## **3. Short-term In-person Counseling Services**

Short-term In-person Counseling Services are defined as the provision of one-to-one, face-to-face counseling services for up to ten weeks from the first counseling session.

### **Service Standard**

- a. In addition to the provision of telephone counseling, centers must provide one-to-one, face-to-face, short-term counseling services. In order to provide counseling the service provider must be a trained staff member or volunteer who has received a minimum level of training and supervision. (See Sections A. 1. c. and 1. d.)

- b. All sexual assault victims who contact the center's crisis telephone, business office telephone, or business office must be offered in-person counseling services when indicated by the needs of the client.

#### **4. Long-term In-person Counseling Services**

Long-term In-person Counseling Services are defined as the provision of one-to-one, face-to-face, counseling services provided for longer than ten weeks by non-licensed, peer counselors.

##### Service Standard

- a. Centers must make long-term counseling services available. This means to provide the service or to make arrangements through other agencies or individuals.
- b. Centers that offer long-term counseling services must provide counselors who have a minimum of two years of supervised counseling experience, at least one of which is in rape crisis counseling, or have 40 hours of training and be supervised by a person with the experience described above; or, be a licensed therapist with expertise in Rape Trauma Syndrome.
- c. A written consent for treatment should be signed by clients prior to the provision of long-term counseling services.
- d. Referral resources for long-term counseling services must be selected by staff of the center. The screening and selection process must include personal interviews of the referral resources. Letters of agreement must be developed between the center and these resources which clearly delineate the expectations and services of the parties involved.
- e. When clients are referred out of the agency for long-term counseling, a minimum of three choices must be provided. Of these, only one can be staff, an active board member, or a volunteer of the center.

#### **5. Long-term Therapy Services**

Long-term Therapy Services are defined as the provision of or referral to services provided by licensed therapists or supervised clinical interns with expertise in sexual assault counseling.

##### Service Standard

- a. Centers must make long-term therapy services available. This means to provide the service or to make arrangements through other agencies or individuals.
- b. A written consent for treatment should be signed by clients prior to the provision of long-term therapy services.
- c. Referral resources for long-term therapy services must be selected by staff of the center. The screening and selection process must include personal interviews of the referral resources. Letters of agreement must be developed between the center and these resources which clearly delineate the expectations and services of the parties involved.

- d. When clients are referred to private therapists, a minimum of three choices must be provided. Of these, only one therapist can be staff, an active board member, or a volunteer of the center.

## **6. Support Groups**

Support Groups are defined as a facilitated group of sexual assault survivors formed to offer information and mutual support.

### **Service Standard**

- a. Centers must provide for the availability of support groups. This means to provide the service or to make arrangements for the provision of these groups through other agencies or individuals.
- b. If the service is provided by the center, the facilitator must be a trained staff member or volunteer who has received the minimum 40-hour training, or is a licensed therapist with expertise in sexual assault treatment, and who receives a minimum level of supervision and has training and experience in facilitating a support group.
- c. Referral resources for the provision of support groups must be selected by staff of the center. The screening and selection process must include personal interviews of the referral resource. Formal letters of agreement must be developed between the center and these resources which clearly delineate the expectations and services of the parties involved, including training, and must be signed by representatives of both parties. Centers must evaluate the quality of services provided by referral resources on an annual basis.

## **7. Accompaniment Services**

Accompaniment Services are defined as escorting or meeting face-to-face with sexual assault clients at appropriate places of their choice.

### **Service Standard**

- a. Centers must provide for the availability of accompaniment services. This means to provide the service or to make arrangements through other agencies or organizations to provide accompaniment. These services must be available on a 24-hour basis.
- b. Accompaniment services must be provided for sexual assault victims to hospitals, law enforcement agencies, district attorney's offices, court proceedings, and other agencies or locations according to the needs of the client.
- c. Staff or volunteers providing this service must have completed the 40-hour training program and must participate in in-service training programs.
- d. Centers that refer to other agencies for the provision of accompaniment services must develop a formal letter of agreement with referral agencies. This letter must clearly delineate the expectations of each party, including training, and should be signed by representatives of both agencies. Centers must evaluate the quality of services provided by referral resources on an annual basis.

- e. Clients receiving crisis intervention services must be offered accompaniment services when indicated by the needs of that client.

## 8. **Advocacy Services**

Advocacy Services are defined as the process by which rape crisis counselors intervene with other agencies and individuals on behalf of sexual assault victims in order to achieve a particular goal or result desired by that victim.

### Service Standard

- a. Centers must provide for the availability of advocacy services. This means to provide the service or to make arrangements through other agencies or organizations to provide advocacy. These services must be available on a 24-hour basis.
- b. Advocacy services must be provided for sexual assault victims with hospitals, law enforcement agencies, district attorney's offices, court proceedings, and other agencies or locations according to the needs of the client.
- c. Staff or volunteers providing this service must have completed the 40-hour training program and must participate in in-service training programs.
- d. Centers that refer to other agencies for the provision of advocacy services must develop a formal letter of agreement with referral agencies. This letter must clearly delineate the expectations of each party, including training, and should be signed by representatives of both agencies. Centers must evaluate the quality of services provided by referral resources on an annual basis.
- e. Clients receiving crisis intervention services must be offered advocacy services when indicated by the needs of that client.

## 9. **Information and Referral Services**

Information and Referral Services are defined as the provision of **sexual assault related** information and/or referrals regarding community resources.

### Service Standard

- a. Centers must respond to requests for information from the general public, as well as from persons receiving services, and must provide referrals to community resources.
- b. A referral resources list must be developed, maintained, and regularly updated which includes the following: law enforcement agencies, district and city attorney's offices, medical care providers, mental health treatment facilities, county departments of social services, child protective services, rape crisis centers, domestic violence centers, child sexual abuse treatment programs, victim/witness assistance centers, and a list of licensed therapists with knowledge and expertise in the area of sexual assault.
- c. Referral resources for treatment must be selected by staff of the center. The screening and selection process must include personal interviews of the referral resources. When appropriate, letters of agreement should be developed between the centers and these resources which clearly delineate the expectations and services of the parties involved, including training, and should be signed by representatives of both agencies.

**10. Community Education and Rape Prevention Programs**Service Standard

- a. Centers must provide: community outreach, education, and rape prevention programs.
- b. Community outreach includes, but is not limited to, efforts made through person to person contacts, public speaking engagements, and use of the media to inform the community about the services and operations of the center, and/or information regarding sexual assault and sexual assault prevention.
- c. A community education program means a program, workshop, or seminar in which information is provided regarding sexual assault.
- d. Rape prevention programs focus on providing information on sexual assault prevention and personal safety, and may include instruction in self-defense strategies and techniques. Rape prevention programs are directed toward preventing the occurrence of sexual assault. They include: 1) programs designed to facilitate the development of nonviolent, abuse-free individuals, families, and environments; 2) programs directed toward creating an awareness of the risk of sexual assault and which provide education about sexual assault, personal safety and assertiveness; and 3) programs directed toward preventing violence from reoccurring through education about sexual assault, personal safety, assertiveness and self-defense strategies and techniques.
- e. Community education and rape prevention programs must be presented by certified sexual assault counselors as described in Section A.1.c and Penal Code Section 1035.2 (Appendix A).

**B. AGENCY COORDINATION**Service Standard

Centers must establish themselves as active participants in local public and private service networks in order to provide for timely and comprehensive responses to sexual assault victims' needs.

- 1. Centers must develop and maintain cross-referral arrangements between local hospitals, law enforcement agencies, district attorney's office, victim/witness assistance centers, social service providers and other community agencies, such as treatment providers. This must be documented by a formal letter of agreement regarding cross-referrals, which clearly delineates the expectations of each party, including training, and should be signed by representatives of both agencies.
- 2. The center must regularly provide training and receive training from the above-described agencies.
- 3. Centers must directly assist, or must refer clients to victim/witness assistance centers or private attorneys for assistance in the preparation of victim compensation claims for submission to the Victim Compensation and Government Claims Board.

**C. HUMAN RELATIONS TRAINING**

Centers must provide training to all staff and volunteers on a yearly basis on providing services directed toward groups that have experienced discrimination and prejudice. This is in addition to the 40-hour training listed in Section A.1. c.

**Service Standard**

1. This training must focus on educating staff and volunteers regarding groups that have experienced prejudice and discrimination on the basis of race, sex, age, class, religious belief, disability, or sexual orientation and the effect of these practices on service delivery for victims of sexual assault. This training must emphasize the correlation between oppression of any group in our culture and the dynamics of sexual assault.
2. Training must be provided by persons who have expertise in the subject area.

**D. Inclusion of Minority Groups in Services and Operations****Service Standard**

Centers must include members of minority groups in the services and operations of the project. This means:

1. Recruitment that is directed to all minority groups in the service area.
2. The center must make every attempt to provide services to members of minority groups that are proportionate to the demographic characteristics of the service area. These services must be culturally appropriate.
3. The composition of the agency's staff, and of their volunteers, must be made up of individuals who proportionately represent the ethnic/racial demographic characteristics of the service area. If this is not possible, documentation must be maintained which reflects the good faith efforts of the agency to achieve this goal.

“Good faith efforts” should include but not be limited to the following:

- a. Evidence of a plan adopted by the governing board to meet the recruitment criteria;
  - b. Evidence of recruitment efforts in ethnic newspapers and newspapers of general circulation;
  - c. Evidence or documentation of outreach to local leaders and community groups;
  - d. Outreach to business and professional organizations; and
  - e. Outreach to local colleges and universities.
4. The center must provide culturally and ethnically relevant materials for outreach and community education efforts.



5. The center must provide education programs in the predominant language(s) of the community.

**E. ADMINISTRATION**

**1. Paid Staff**

Service Standard

- a. The minimum number of initial training hours that must be provided for paid staff is 40 hours.
- b. The training curriculum must include, but is not limited to, the following subject areas: Rape Trauma Syndrome; child sexual abuse; crisis intervention principles and techniques; medical, law enforcement, and criminal justice/legal procedures; mandated reporting laws; confidentiality; referral methods and resources; historical, psychological, and socio-cultural aspects of sexual assault; training on providing services directed toward groups that have experienced discrimination; and training pertinent to specific staff assignments. The entire above subject areas are to be specific to sexual assault victims.
- c. In addition to the initial 40-hour training program, staff must be offered ongoing, culturally appropriate training to keep them abreast of current developments and trends in the field of sexual assault.
- d. Each new staff person must receive an orientation to the agency that must include, but not be limited to, a job description, personnel policies, and training requirements.

**2. Volunteer Staff**

Service Standard

Every center must maintain up-to-date volunteer policies which must include, at a minimum: leave policies, policies for attendance at in-service training programs and for time commitments, confidentiality policies, policies for travel expense reimbursement, and regular volunteer evaluations. Acknowledgment of receipt and understanding of these policies must be documented by the volunteer's signature.

**3. Volunteer Board of Directors**

Service Standard

- a. The board must be made up of individuals who proportionately represent the ethnic/racial demographic characteristics of the service area. If this is not possible, documentation must be maintained which reflects the good faith efforts of the agency to achieve this goal.

“Good faith efforts” should include but not be limited to the following:

- 1) Evidence of a plan adopted by the governing board to meet the recruitment criteria;

- 2) Evidence of recruitment efforts in ethnic newspapers and newspapers of general circulation;
  - 3) Evidence or documentation of outreach to local leaders and community groups;
  - 4) Outreach to business and professional organizations; and
  - 5) Outreach to local colleges and universities.
- b. A formal selection process must be established for board members.
- c. Directors must be provided with training to include such topics as: the history and goals of the organization; information about funding sources and their general expectations; board member responsibilities including fund-raising; copies of bylaws, articles of incorporation, and personnel policies.

**F. INTERNAL MANAGEMENT**

Service Standard

Every center must develop adequate policies and procedures to protect the agency from legal liability.

1. Every center must maintain and follow up-to-date bylaws.
2. Every center must maintain up-to-date personnel policies designed to protect the rights of staff and management. These policies must, at a minimum, include grievance procedures for both staff and executive directors; leave policies; work hour and benefit policies; regular staff evaluations, policies for setting salaries and salary increases and policies for nondiscrimination.
3. Centers must maintain functional time sheets and personnel files. Functional time sheets mean records that reflect the actual hours spent on each project according to funding source.
4. Centers must maintain records to substantiate the number of clients served, the number of prevention and educational programs provided and the number of attendees.
5. Centers must have regularly scheduled staff meetings to discuss agency business. This must include, but not be limited to, information about funding sources and national, statewide, and local coalitions for rape crisis centers.
6. Every center must conform to Generally Accepted Accounting Principles (GAAP).

## **CALIFORNIA EVIDENCE CODE**

### **Evidence Code Section 1035 – Victim**

As used in this article, “victim” means a person who consults a sexual assault victim counselor for the purpose of securing advice or assistance concerning a mental, physical, or emotional condition caused by a sexual assault.

### **Evidence Code Section 1035.2 – Sexual Assault Victim Counselor**

As used in this article, “sexual assault victim counselor” means any of the following:

- (a) A person who is engaged in any office, hospital, institution, or center commonly known as a rape crisis center, whose primary purpose is the rendering of advice or assistance to victims of sexual assault and who has received a certificate evidencing completion of a training program in the counseling of sexual assault victims issued by a counseling center that meets the criteria for the award of a grant established pursuant to Section 13837 of the Penal Code and who meets one of the following requirements:
  - (1) Is a psychotherapist as defined in Section 1010; has a master’s degree in counseling or a related field; or has one year of counseling experience, at least six months of which is in rape crisis counseling.
  - (2) Has 40 hours of training as described below and is supervised by an individual who qualifies as a counselor under paragraph (1). The training, supervised by a person qualified under paragraph (1), shall include, but not be limited to, the following areas: law, medicine, societal attitudes, crisis intervention and counseling techniques, role playing, referral services, and sexuality.

### **Evidence Code Section 1035.4 – Confidential Communication Between the Sexual Assault Counselor and the Victim; Disclosure**

As used in this article, “confidential communication between the sexual assault counselor and the victim” means information transmitted between the victim and sexual assault counselor in the course of their relationship and in confidence by a means which, so far as the victim is aware, discloses the information to no third persons other than those who are present to further the interests of the victim in the consultation or those to whom disclosures are reasonably necessary for the transmission of the information or an accomplishment of the purposes for which the sexual assault counselor is consulted. The term includes all information regarding the facts and circumstances involving the alleged sexual assault and also includes all information regarding the victim’s prior or subsequent sexual conduct, and opinions regarding the victim’s sexual conduct or reputation in sexual matters.

The court may compel disclosure of information received by the sexual assault counselor which constitutes relevant evidence of the facts and circumstances involving an alleged sexual assault about which the victim is complaining and which is the subject of a criminal proceeding if the court determines that the probative value outweighs the effect on the victim, the treatment relationship, and the treatment services if disclosure is compelled. The court may also compel disclosure in proceedings related to

child abuse if the court determines the probative value outweighs the effect on the victim, the treatment relationship, and the treatment services if disclosure is compelled.

When a court is ruling on a claim of privilege under this article, the court may require the person from whom disclosure is sought or the person authorized to claim the privilege, or both, to disclose the information in chambers out the presence and hearing of all persons except the person authorized to claim the privilege and such other persons as the person authorized to claim the privilege is willing to have present. If the judge determines that the information is privileged and must not be disclosed, neither he, she nor any other person may ever disclose, without the consent of a person authorized to permit disclosure, what was disclosed in the course of the proceedings in chambers. If the court determines certain information shall be disclosed, the court shall so order and inform the defendant. If the court finds there is a reasonable likelihood that particular information is subject to disclosure pursuant to the balancing test provided in this section, the following procedure shall be followed:

- (1) The court shall inform the defendant of the nature of the information, which may be subject to disclosure.
- (2) The court shall order a hearing out of the presence of the jury, if any, and the hearing allow the questioning of the sexual assault counselor regarding the information which the court has determined may be subject to disclosure.
- (3) At the conclusion of the hearing, the court shall rule which items of information, if any, shall be disclosed. The court may make an order stating what evidence may be introduced by the defendant and the nature of questions to be permitted. The defendant may then offer evidence pursuant to the order of the court. Admission of evidence concerning the sexual conduct of the complaining witness is subject to Sections 352, 782, and 1103.

#### **Evidence Code Section 1035.6 – Holder of the Privilege**

As used in this article, “holder of the privilege” means:

- (a) The victim when such person has no guardian or conservator.
- (b) A guardian or conservator of the victim when the victim has a guardian or conservator.
- (c) The personal representative of the victim if the victim is dead.

#### **Evidence Code Section 1035.8 – Sexual Assault Victim-Counselor Privilege**

A victim of a sexual assault, whether or not a party, has a privilege to refuse to disclose, and to prevent another from disclosing, a confidential communication between the victim and a sexual assault victim counselor if the privilege is claimed by:

- (a) The holder of the privilege;
- (b) A person who is authorized to claim the privilege by the holder of the privilege; or
- (c) The person who was the sexual assault victim counselor at the time of the confidential communication, but such person may not claim the privilege if there is no holder of the privilege in existence or if he is otherwise instructed by a person authorized to permit disclosure.

**Evidence Code Section 1036 – Claim of Privilege By Sexual Assault Victim Counselor**

The sexual assault victim counselor who received or made a communication subject to the privilege under this article shall claim the privilege whenever he is present when the communication is sought to be disclosed and is authorized to claim the privilege under subdivision (c) Section 1035.8.

**Evidence Code Section 1036.2 – Sexual Assault**

As used in this article, “sexual assault” includes all of the following:

- (a) Rape, as defined in Section 261 of the Penal Code.
- (b) Unlawful sexual intercourse, as defined in Section 261.5 of the Penal Code.
- (c) Rape in concert with force and violence, as defined in Section 264.1 of the Penal Code.
- (d) Rape of a spouse, as defined in Section 262 of the Penal Code.
- (e) Sodomy, as defined in Section 262 of the Penal Code, except a violation of subdivision (e) of that section.
- (f) A violation of Section 288 of the Penal Code.
- (g) Oral copulation, as defined in Section 288a of the Penal Code, except a violation of subdivision (e) of that section.
- (h) Penetration of the genital or anal opening of another person with a foreign object, substance, instrument, or device, as specified in Section 289 of the Penal Code.
- (i) Annoying or molesting a child under 18, as defined in Section 647a of the Penal Code.
- (j) Any attempt to commit any of the above acts.

## **CALIFORNIA PENAL CODE**

### **Penal Code Section 13836 – Advisory Committee; Duties; Sex Crime Prosecution Units**

The Office of Criminal Justice Planning shall establish an advisory committee, which shall develop a course of training for district attorneys in the investigation and prosecution of sexual assault cases, child sexual exploitation cases, and child sexual abuse cases and shall approve grants awarded pursuant to Section 13837. The courses shall include training in the unique emotional trauma experienced by victims of these crimes.

It is the intent of the Legislature in the enactment of this chapter to encourage the establishment of sex crime prosecution units, which shall include, but not be limited to, child sexual exploitation and child sexual abuse cases, in district attorneys' offices throughout the state.

### **Penal Code Section 13836.1 – Members of Advisory Committee; Compensation; Expenses**

Such committee shall consist of 11 members. Five shall be appointed by the executive director of the Office of Criminal Justice Planning, and shall include three district attorneys or assistant or deputy district attorneys, one representative of a city police department or a sheriff or a representative of a sheriff's department, and one public defender or assistant or deputy public defender of a county. Six shall be public members appointed by the Commission on the Status of Women, and shall include one representative of a rape crisis center, and one medical professional experienced in dealing with sexual assault trauma victims. The committee members shall represent the points of view of diverse ethnic and language groups.

Members of the committee shall receive no compensation for their services but shall be reimbursed for their expenses actually and necessarily incurred by them in the performance of their duties. Staff support for the committee shall be provided by the Office of Criminal Justice Planning.

### **Penal Code Section 13837 – Grants; Standards or Services; Utilization for Expansion of Program; Reports**

The Office of Criminal Justice Planning shall provide grants to proposed and existing local rape, child sexual exploitation, and child sexual abuse victim counseling centers and prevention programs. Grant recipients shall provide appropriate in-person counseling and referral services during normal business hours, and maintain other standards or services which shall provide a 24-hour telephone counseling service for sex crime victims. The advisory committee shall identify the criteria to be utilized in awarding the grants provided by this chapter before any funds are allocated.

In order to be eligible for funding pursuant to this chapter, the centers shall demonstrate an ability to receive and make use of any funds available from governmental, voluntary, philanthropic, or other source that may be used to augment any state funds appropriated for purposes of this chapter. Each center receiving funds pursuant to this chapter shall make every attempt to qualify for any available federal funding.

State funds provided to establish centers shall be utilized when possible, as determined by the advisory committee, to expand the program and shall not be expended to reduce fiscal support from other public or private sources. The centers shall maintain quarterly and final fiscal reports in a form to be prescribed by the administering agency. In granting funds, the advisory committee shall give priority to centers that are operated in close proximity to medical treatment facilities.

**OBJECTIVES****ACTIVITIES**

- |  |                         |
|--|-------------------------|
| 1. To provide Crisis Intervention services to _____ sexual assault victims from 10/1/03 through 9/30/04, compared to _____ from 10/1/02 through 9/30/03.                           | 1.1<br>1.2<br>1.3, etc. |
| 2. To provide Follow-Up services to _____ sexual assault victims from 10/1/03 through 9/30/04, compared to _____ from 10/1/02 through 9/30/03.                                     | 2.1<br>2.2<br>2.3, etc. |
| 3. To provide In-Person Counseling services to _____ sexual assault victims from 10/1/03 through 9/30/04, compared to _____ from 10/1/02 through 9/30/03.                          | 3.1<br>3.2<br>3.3, etc. |
| 4. To provide Accompaniment services to _____ sexual assault victims from 10/1/03 through 9/30/04, compared to _____ from 10/1/02 through 9/30/03.                                 | 4.1<br>4.2<br>4.3, etc. |
| 5. To provide Advocacy services to _____ sexual assault victims from 10/1/03 through 9/30/04, compared to _____ from 10/1/02 through 9/30/03.                                      | 5.1<br>5.2<br>5.3, etc. |
| 6. To provide Information and Referral services to _____ members of the General Public (not victims) from 10/1/03 through 9/30/04, compared to _____ from 10/1/02 through 9/30/03. | 6.1<br>6.2<br>6.3, etc. |
| 7. To provide _____ Community Education Programs to _____ attendees from 10/1/03 through 9/30/04, compared to _____ / _____ from 10/1/02 through 9/30/03.                          | 7.1<br>7.2<br>7.3, etc. |
| 8. To provide _____ Rape Prevention and/or Self-Defense Programs to _____ attendees from 10/1/03 through 9/30/04, compared to _____ / _____ from 10/1/02 through 9/30/03.          | 8.1<br>8.2<br>8.3, etc. |

**GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING  
RAPE CRISIS PROGRAM (2003/2004)  
REQUEST FOR APPLICATION**

**PART III – FORMS**

**CHECKLIST AND REQUIRED SEQUENCE**

This checklist is provided to assist the applicant in ensuring that a complete application is submitted.

- APPLICATION COVER SHEET
- GRANT AWARD FACE SHEET – Signed by the official authorized to enter into Grant Award Agreement.
- CERTIFICATE OF ASSURANCE OF COMPLIANCE – See description under “Part IV: Additional Information, subsection B.2. Finalizing the Grant Award Agreement.”
- PROJECT NARRATIVE
  - Plan
  - Implementation
- PROJECT BUDGET
  - Budget Narrative
  - Budget Forms – OCJP A303a, A303b, A303c
- APPLICATION APPENDIX – Required
  - Documentation of Nonprofit Status, if applicable
  - 40-Hour Sexual Assault Training Agenda
  - Project Summary Form (see Programmatic instructions)
  - Organization Chart (see Programmatic Instructions)
  - Operational Agreement Summary Form and Sample Operational Agreement (see Application Forms)
  - Operational Agreements for Accompaniment, Advocacy, and In-Person Counseling, if applicable [see Part II, Section 2, b.2)].
  - Project Service Area Information
  - Project Contact Information
- Appendix – Optional
  - Additional Signature Authorization (see Application Forms)
  - Computer Purchase Procedures (see Application Forms and *Grantee Handbook*, Section 2340)
  - Emergency Fund Procedures (see Application Forms and *Grantee Handbook*, Section 2235)
  - Out-of-State Travel Request (*Grantee Handbook*, Section 2236)
- Appendix – Optional (cont'd.)
  - Sole/Single Source Justification (see *Grantee Handbook*, Section 4500)
  - Certification for Advance of Grant Funds (OCJP 202) (see *Grantee Handbook*, Section 6311, Appendix F) – **Must be accompanied with a completed OCJP 201.**
  - Request to Submit Quarterly Reports of Expenditures and Request for Funds – CBOs only (see *Grantee Handbook*, Section 6320, Appendix G)



- Submit within 60 Days of Signed Grant Award
  - Bond Requirement (*Grantee Handbook*, Section 2160)

GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING  
1130 K STREET, SUITE 300  
SACRAMENTO, CA 95814  
(916) 324-9100



## **APPLICATION COVER SHEET**

### **RFA PROCESS**

### **RAPE CRISIS PROGRAM**

**Deliver to Sexual Assault Branch**

Submitted by:

(Place name, address, and phone number of applicant here.)

**A. GRANT AWARD FACE SHEET (OCJP A301)**

**1. Administrative Agency**

Enter the complete name of the unit of government applying for funding (e.g., Alameda County, City of Fresno), also referred to as the "grantee."

**2. Implementing Agency**

Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g., Sheriff, Police Department), and the contact person's name, address, and phone number. Include an e-mail address, if you have one.

**3. Project Title**

Enter the complete title of the project. Do not use acronyms. Do not exceed 60 characters, including spaces and punctuation.

**4. Project Director**

Enter the name, title, mailing address, and telephone number of the individual ultimately responsible for the project. This information must be limited to four lines.

**5. Financial Officer**

Enter the name, title, mailing address, and telephone number of the person who will be responsible for all fiscal matters relating to the project. This person must be someone other than the project director. The reimbursement check for this project will be mailed to the address shown for the financial officer. This information must be limited to four lines.

**6. Award Number**

Leave blank (to be completed by OCJP).

**7. Grant Period**

Enter beginning and ending dates of funding as specified in the grant application instructions.

**8. Federal Amount**

If applicable, enter the amount of federal funds requested for the project. The amount must be consistent with the proposed budget. If not applicable, enter N/A.

**9. State Amount**

If applicable, enter the amount of state funds requested for the project. If not applicable, enter N/A.

**10. Cash Match**

If applicable, enter the amount of cash match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.

**11. In-Kind Match**

If applicable, enter the amount of in-kind match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.

**12. Total Project Cost**

Enter the sum of items 8, 9, 10, and 11. The amount must be consistent with the proposed budget.

**13. Official Authorized to Sign for Applicant/Grantee**

Enter the signature, name, title, address, and telephone number of the official authorized to enter into the Grant Award Agreement for the city/county or community-based organization, as stated in the language between items 12 and 13 of the Grant Award Face Sheet (OCJP A301). **Provide an original signature of the authorized official in blue ink.**

**GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING (OCJP A301)**  
**GRANT AWARD FACE SHEET**

The Governor's Office of Criminal Justice Planning, hereafter designated OCJP, hereby makes a grant award of funds to the following **Administrative Agency (1)** \_\_\_\_\_

hereafter designated Grantee, in the amount and for the purpose and duration set forth in this grant award.

**(2) Implementing Agency Name**

## Contact

## **\_ Address**

**E-mail address.**

Telephone (

|  |                                |             |              |
|--|--------------------------------|-------------|--------------|
| <b>(3) Project Title</b> (60 characters maximum)                                       | <b>(6) Award No.</b>           |             |              |
|  | <b>(7) Grant Period</b>        |             |              |
|  | <b>(8) Federal Amount</b>      | <b>VOCA</b> | <b>VAWA</b>  |
|  |                                | <b>RPE</b>  | <b>Total</b> |
| <b>(4) Project Director</b> (Name, Title, Address, Telephone)<br>(four lines maximum)  | <b>(9) State Amount</b>        |             |              |
|  | <b>(10) Cash Match</b>         |             |              |
|  | <b>(11) In-Kind Match</b>      |             |              |
|  | <b>(12) Total Project Cost</b> |             |              |
| <b>(5) Financial Officer</b> (Name, Title, Address, Telephone)<br>(four lines maximum) |                                |             |              |

This grant award consists of this title page, the proposal for the grant which is attached and made a part hereof, and the Assurance of Compliance forms which are being submitted. I hereby certify that: (1) I am vested with authority to, and have the approval of the City/County Financial Officer, City Manager, or Governing Board Chair, enter into this grant award agreement; and (2) all funds received pursuant to this agreement will be spent exclusively on the purposes specified. The grant recipient signifies acceptance of this grant award and agrees to administer the grant project in accordance with the statute(s), the Program Guidelines, the OCJP *Grantee Handbook*, and the OCJP audit requirements, as stated in this RFP or RFA. The grant recipient further agrees to all legal conditions and terms incorporated by reference in this RFP or RFA.

|  |   |
|--|---|
| <p><b><u>FOR OCJP USE ONLY</u></b></p> <p>Item:</p> <p>Chapter:</p> <p>PCA No.:</p> <p>Components No.:</p> <p>Project No.:</p> <p>Amount:</p> <p>Split Fund:</p> <p>Split Encumber:</p> <p>Year:</p> <p>Fed. Cat. #:</p> <p>Match Requirement:</p> <p>Fund:</p> <p>Program:</p> <p>Region:</p> | <p><b>(13) Official Authorized to Sign for Applicant/Grant Recipient</b></p> <p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Address: _____</p> <p>Telephone: (     ) _____</p> <p>E-mail address _____</p> <p>Date: _____</p> <p>I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.</p><br><hr/> <div style="display: flex; justify-content: space-between;"> <span>Fiscal Officer, OCJP</span> <span>Date</span> </div><br><hr/> <div style="display: flex; justify-content: space-between;"> <span>Executive Director, OCJP</span> <span>Date</span> </div> |
|--|---|

## **PROJECT SERVICE AREA INFORMATION**

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the principal office of the project is located.
  
2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the principal office of the project is located.
  
3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the principal office of the project is located.
  
4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) which the project serves. Put an asterisk for the district where the principal office of the project is located.
  
5. POPULATION OF SERVICE AREA: Enter the total population of the service area served by the project.

## **PROJECT CONTACT INSTRUCTIONS**

1. Provide the name, title, address, telephone number, and e-mail address for the person having day-to-day responsibility for the project.
2. Provide the name, title, address, telephone number, and e-mail address for the person to whom the person listed in #1 is accountable.
3. Provide the name, title, address, telephone number, and e-mail address for the Chief Executive of the implementing agency.
4. Provide the name, title, address, telephone number, and e-mail address for the Chair of the Governing Body of the implementing agency.
5. Provide the name, title, address, telephone number, and e-mail address for the person responsible for the project from the applicant agency.

## PROJECT CONTACT INFORMATION

Applicant: \_\_\_\_\_

Implementing Agency (if applicable): \_\_\_\_\_

Project Title: \_\_\_\_\_

Grant Number (to be added by OCJP): \_\_\_\_\_

Provide the name, title, address, telephone number, and e-mail address for the project contact persons named below. **If a section does not apply to your project, enter "N/A."**

1. The person having day-to-day responsibility for the project:

Name:

Title:

Address:

Telephone Number: ( )

Fax Number: ( )

E-Mail Address:

2. The person to whom the person listed in #1 is accountable:

Name:

Title:

Address:

Telephone Number: ( )

Fax Number: ( )

E-Mail Address:

3. The executive director of a nonprofit organization or the chief executive officer (e.g., chief of police, superintendent of schools) of the implementing agency:

Name:

Title:

Address:

Telephone Number: ( )

Fax Number: ( )

E-Mail Address:

4. The chair of the governing body of the implementing agency: (Provide address and telephone number other than that of the implementing agency.)

Name:

Title:

Address:

Telephone Number: ( )

Fax Number: ( )

E-Mail Address:

5. The person responsible for the project from the applicant agency, if different than #1:

Name:

Title:

Address:

Telephone Number: ( )

Fax Number: ( )

E-Mail Address:



## CERTIFICATION OF ASSURANCE OF COMPLIANCE

I, \_\_\_\_\_, hereby certify that:  
(official authorized to sign grant award; same person as line 13 on Grant Award Face Sheet)

GRANTEE: \_\_\_\_\_

IMPLEMENTING AGENCY: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

is responsible for reviewing the OCJP *Grantee Handbook* and adhering to all of the Grant Award Agreement requirements (state and/or federal) as directed by the Office of Criminal Justice Planning including, but not limited to, the following areas:

### I. Equal Employment Opportunity – (*Grantee Handbook* Section 2151)

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of Race, Religious Creed, Color, National Origin, Ancestry, Disability (mental and physical) including HIV and AIDS, Medical Condition (cancer and genetic characteristics), Marital Status, Sex, Sexual Orientation, Denial of Family Medical Care Leave, Denial of Pregnancy Disability Leave, or Age (over 40). **OCJP-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

A.A. Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### II. Drug-Free Workplace Act of 1990 – (*Grantee Handbook* Section 2152)

The State of California requires that every person or organization awarded a grant or contract shall certify it will provide a drug free workplace.

### III. California Environmental Quality Act (CEQA) – (*Grantee Handbook* Section 2153)

The State of California requires all OCJP funded projects to obtain written certification that the project is not impacting the environment negatively.

#### **IV. Lobbying – (*Grantee Handbook* Section 2154)**

OCJP grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

#### **V. Debarment and Suspension – (*Grantee Handbook* Section 2155)**

*(This applies to federally funded grants only.)*

OCJP funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

#### **VI. Proof of Authority from City Council/Governing Board**

The above-named organization (applicant) accepts responsibility for and will comply with the requirement to obtain written authorization from the city council/governing board in support of this program. The Applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of OCJP, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and OCJP disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from OCJP shall not be used to supplant expenditures controlled by the city council/governing board.

The Applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The Applicant is also required to maintain said written authorization on file and readily available upon demand.

All appropriate documentation must be maintained on file by the project and available for OCJP or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the grantee may be ineligible for award of any future grants if the OCJP determines that any of the following has occurred: (1) the grantee has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

### CERTIFICATION

I, the official named below, am the same individual authorized to sign the Grant Award Agreement [line 13 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: \_\_\_\_\_

Authorized Official's Typed Name: \_\_\_\_\_

Authorized Official's Title: \_\_\_\_\_

Date Executed: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

Executed in the City/County of: \_\_\_\_\_

### AUTHORIZED BY:

- City/County Financial Officer
- City Manager
- Governing Board Chair

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

## **THE PROJECT NARRATIVE**

**GOES HERE**

No standard forms are provided for the Project Narrative.

See Instructions in Part II of this RFA for details.

**THE BUDGET NARRATIVE**  
**GOES HERE**

No standard forms are provided for the Budget Narrative.

See Instructions in Part II of this RFA for details.

[illegible]

[illegible]

OCJP-A303b

[illegible]

| FUND DISTRIBUTION |                     | FEDERAL | STATE | CASH MATCH | IN-KIND MATCH |  |
|-------------------|---------------------|---------|-------|------------|---------------|--|
| 1.                | Amount of Funds     |         |       |            |               |  |
| 2.                | Percentage of Funds |         |       |            |               |  |



## **THE APPLICATION APPENDIX**

**GOES HERE**

See Instructions in Part II of this RFA for details.

## PROJECT SUMMARY

**1. Applicant/Grantee Name** \_\_\_\_\_

**2. Grant Award Amount**                      \$                      **3. Service Area**

#### 4. Demographics of Service Area:

| <u>Numbers</u> |  | <u>% of Population</u> |  | <u>Numbers</u>  |  | <u>% of Population</u> |  |
|----------------|--|------------------------|--|-----------------|--|------------------------|--|
| White          |  |                        |  | Native American |  |                        |  |
| Black          |  |                        |  | Other           |  |                        |  |
| Hispanic       |  |                        |  |                 |  |                        |  |
| Asian          |  |                        |  |                 |  |                        |  |
| <b>TOTAL</b>   |  |                        |  |                 |  |                        |  |

**5. Demographic Description of RC Project Staff, not only those funded by this OCJP Rape Crisis Grant:**

|                  | <u>Whites</u> | <u>Blacks</u> | <u>Hispanics</u> | <u>Asians</u> | <u>Native Americans</u> | <u>Other</u> | <u>TOTAL</u> |
|------------------|---------------|---------------|------------------|---------------|-------------------------|--------------|--------------|
| Staff .....      |               |               |                  |               |                         |              |              |
| Board .....      |               |               |                  |               |                         |              |              |
| Volunteers ..... |               |               |                  |               |                         |              |              |

**6. Forcible Rape Reported By Local Law Enforcement Agencies:**

| <u>Name of Agency</u>                   | <u>Incidence</u> |
|---|------------------|
| _____                                   | _____            |
| _____                                   | _____            |
| _____                                   | _____            |
| _____                                   | _____            |
| _____                                   | _____            |
| _____                                   | _____            |
| _____                                   | _____            |
| TOTAL REPORTED TO LAW ENFORCEMENT ..... | _____            |

7. **Office Hours:** \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. Days: M Tu W TH F Sa Su (circle)  
 \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. Days: M Tu W TH F Sa Su (circle)

8. Calculate the Full Time Equivalent (FTE) staff paid for by this grant.....  
For example: 0.5 FTE + 0.75 FTE + 1.0 FTE is 3 people, but should be entered as 2.25 FTE

9. **Enter the Number of FTEs for volunteers providing direct services to sexual assault clients .....** \_\_\_\_\_  
One FTE is 2,080 hours (40 hours/week x 52weeks = 2,080). Determine the number of  
volunteer hours and divide by 2080 hours for the number of Volunteer FTEs.

## OPERATIONAL AGREEMENT SUMMARY FORM

(Maximum 3 year Operational Agreements)

[illegible]

## SAMPLE OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that the (applicant agency) and the (agency) intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in (jurisdiction). Both agencies believe that implementation of the (program) proposal, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if selected for funding, by coordinating/providing the following services:

The (applicant agency) project will closely coordinate the following services with the (agency) through:

- Project staff being readily available to (agency) for service provision through (describe arrangements with the agency);
- Regularly scheduled meetings (how often) between (persons/positions) to discuss strategies, timetables and implementation of mandated services.

\* Specifically:

\* List specific activities that will be undertaken between the two agencies or other specifics of the agreement.

We, the undersigned, as authorized representatives of (applicant agency) and (agency), do hereby approve this document.

For \_\_\_\_\_

For \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING  
RAPE CRISIS PROGRAM  
REQUEST FOR APPLICATION**

**PART IV – ADDITIONAL INFORMATION**

This section contains additional information that applicants are strongly encouraged to review in preparing their applications.

- A. Submitting An Application
- B. Finalizing the Grant Award Agreement
- C. Administrative Requirements
- D. Budget Policy
- E. Glossary of Terms

## A. **SUBMITTING AN APPLICATION**

In order to submit an application, deliver or mail **(the original and one copy)** to OCJP by the due date. If the application is mailed, it must be postmarked by the due date and mailed to the following address.

Governor's Office of Criminal Justice Planning  
1130 K Street, Suite LL60  
Sacramento, CA 95814  
Attn: Rape Crisis Program, Sexual Assault Branch

If the application is personally delivered, please note the following:

1130 K Street is located at the southwest corner of the intersection of 12th and K Streets. A Bank of America is located on the first floor of this building. Please note that K Street is a pedestrian mall.

Indoor parking structures are located on the east side of 12th Street between K and L Streets (connected to the Hyatt Regency Hotel), and on 10th Street between K and L Streets. Street parking is limited and requires quarters for parking meters.

Once you enter the building at 1130 K Street, take the elevator to the third floor and proceed straight down the hall to the Receptionist Office behind the double wooden doors labeled "State of California: The Office of Criminal Justice Planning." The application will be date stamped and you may request a receipt.

## B. **FINALIZING THE GRANT AWARD AGREEMENT**

### 1. **Standard Project Funding Authority**

***Allocation of funds is contingent on the enactment of the State Budget.*** OCJP does not have the authority to disburse any funds until the budget is passed and the Grant Award Agreement is fully executed. Until such time, projects must refrain from incurring expenditures. Any expenditures incurred prior to authorization are made at the project's risk. When the executed grant is received, authorized expenditure reports may be submitted for reimbursement of grant funds.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, OCJP may immediately terminate or reduce the grant award by written notice to the grantee. However, no such termination or reduction shall apply to allowable costs already incurred by the grantee to the extent that state or federal funds are available for payment of such costs.

OCJP Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Agreement.

### 2. **Certification of Assurance of Compliance**

Applicants must complete a Certification of Assurance of Compliance (OCJP 656), which includes details regarding Equal Employment Opportunity Program (EEO), Drug Free

Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, and Proof of Authority from City Council/Governing Board. Applicants are required to submit the necessary assurances and documentation before finalization of the Grant Award Agreement. In signing the Grant Award Face Sheet, the applicant formally notifies OCJP that the applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. OCJP has incorporated the resolution into the Certification of Assurance of Compliance, Section VI, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization from the city council/governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand.

### **3. Grant Award Conditions**

OCJP may add one or more grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, they will be discussed with the applicant and a copy will be sent to the grant recipient when the conditions are made part of the Grant Award Agreement. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or any other requirements deemed necessary by OCJP.

### **4. Grant Award Agreements**

A copy of the executed Grant Award Agreement and all the attachments will be sent to the project director. Applicants are not authorized to incur costs against the grant until they have received a copy of the fully executed Grant Award Agreement. When the executed grant is received, the Report of Expenditures and Request for Funds (OCJP 201) may be submitted for reimbursement.

### **5. Grant Award Amounts**

Due to the limited amount of funds available, it may be necessary for OCJP to reduce the amount of the grant award from that requested by the applicant. In addition, OCJP reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either of these actions is required, OCJP will notify the applicant prior to executing the Grant Award Agreement.

## **C. ADMINISTRATIVE REQUIREMENTS**

### **1. OCJP Grantee Handbook**

The *Grantee Handbook* is accessible on the OCJP Internet website at [www.ocjp.ca.gov](http://www.ocjp.ca.gov). The *Grantee Handbook* contains administrative information and requirements necessary to implement the project. Grantees must administer their grants in accordance with the OCJP *Grantee Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the grant award.

### **2. Internet Access**

Funded projects are required to maintain internet access with an established e-mail address. Grant funds may be used for this purpose, unless specifically prohibited by the RFP instructions.

### **3. Progress Reports and Data Collection**

Funded projects are required to participate in data collection and to submit progress reports required by the program. Projects are required to keep accurate records to document their progress in achieving the objectives. These records must be kept by the project for a period of three years. During programmatic monitoring visits, OCJP will review these records for accuracy and compare them with the reported data submitted on the progress reports.

### **4. Monthly/Quarterly Report of Expenditures and Request for Funds (OCJP 201)**

Community-based organizations shall submit a monthly Report of Expenditures and Request for Funds (OCJP 201) unless they request a quarterly reporting period. All government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days at the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting these forms will result in the withholding of funds and may result in the termination of the grant award.

### **5. Technical Assistance/Site Visits**

Each project receiving funds is assigned an OCJP program specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Award Agreement. Program specialists are technical experts on the criminal justice system and in the administrative execution of Grant Award Agreements. They are available to assist the project in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. Projects should expect a site visit from the assigned program specialist within the first six months of the grant period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance. Projects must submit a request for approval for any changes to their project to the program specialist.

### **6. Monitoring Requirements**

A monitoring visit is an on-site assessment by the OCJP Monitoring and Audits Branch staff to determine if the project is in compliance with the Grant Award Agreement, the Program Guidelines, the RFA/RFP, and the *Grantee Handbook*. The goal of the monitoring process is to support program branches in helping projects achieve their goals. Projects will be monitored on a random or as-needed basis. The monitoring will cover all areas of project operation and will review the project's source documentation as substantiation for project goals, objectives, and activities.

### **7. Evaluation Component**

In addition to monitoring project compliance, OCJP's Program Evaluation Branch is responsible for determining program effectiveness. Program effectiveness is determined through the review, assessment, and evaluation of project performance. The determination of program effectiveness can involve either a review of process activities related to service delivery or an assessment of outcomes and the impact of the project on the service population and on the community, or both. Projects selected for funding may be required to collect data for evaluation purposes. Based on process, outcome, and impact evaluations, the PEB will be able to more accurately describe the effectiveness of programs on the community and on the state.



## **8. Bonding Requirements**

All private nonprofit organizations are required to obtain and send to OCJP a notarized copy of a blanket fidelity bond or equivalent insurance contract applicable to all officials and employees of OCJP-funded projects within 60 days of the signed Grant Award Agreement. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award Agreement. The beneficiary named on the bond or an endorsement must include the "State of California, Governor's Office of Criminal Justice Planning."

The time period covered by the bond must include the effective date and total time period of the grant, including any extensions. The bond must be in an amount equal to 50 percent of the total grant award and may have a deductible in an amount not to exceed \$1,000.

A bond is not required of applicants sponsored by units of government. Nonprofit organizations sponsored by units of government may submit documentation indicating this in lieu of the bond or equivalent insurance contract, unless specifically required in the RFP instructions or grant award conditions.

## **9. Audit Requirements**

All grantees must arrange for an independent audit of the grant award and may budget a portion of the audit costs. Instructions for budgeting funds for audit costs are outlined in the RFP Budget Policy.

## **10. Copyrights, Rights in Data, and Patents**

OCJP owns all rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, any material produced by activities supported by a Grant Award Agreement. These ownership rights are detailed in the OCJP *Grantee Handbook*.

## **11. Source Documentation**

The applicant is required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements as they pertain to the objectives outlined in the Grant Award Agreement. Projects are to retain source documentation for progress reports on a quarterly basis, regardless of submission requirements. Requirements and definitions for program specific source documentation are delineated in the RFP instructions. Projects will be required to have written job descriptions on file for all positions funded by OCJP detailing specific grant-related activities to achieve project objectives.

## **D. BUDGET POLICY**

This document summarizes information on OCJP Budget Policy contained in the OCJP *Grantee Handbook*. Additional information may be obtained by accessing the *Grantee Handbook* at <http://www.ocjp.ca.gov/publications/gh-main.pdf>.

## 1. **Supplanting Prohibited**

Grant funds must be used to supplement existing funds for program activities and **not replace** funds that have been appropriated for the same purpose. A written certification must be provided to OCJP indicating the grant funds will not be used to supplant existing funds. Potential supplanting will be the subject of application review, post-award monitoring, and audit. The rules on supplanting are discussed at length in section 1313 of the *Grantee Handbook*.

## 2. **Project Income**

Project income, such as client fees and fees for services provided by the grantee (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money must be used to offset or augment the grant, unless otherwise specified in the RFA instructions. Project income cannot be used as matching funds, unless otherwise specified in the RFA instructions.

## 3. **Sole/Single Source Requests**

A competitive bid process is required to purchase equipment or consultant services with grant funds. Non-competitive bid contracts are disfavored, and sole/single source approval is required prior to the purchase of equipment in excess of \$2,500 without using a competitive bid process, or to hire a specific consultant charging over \$2,500 without using a competitive bid process. Local units of government may use their approved procurement policy. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the project budget, a sole/single source request will be required. OCJP will provide assistance in submitting a sole/single source request if OCJP determines it is in the best interest of the project.

## 4. **Match Policies**

The RFA Instructions (Part II) may specify a cash or in-kind match. The match must be from a source other than state or federal funds that are budgeted for the project. When used to augment the project, expenditures for items such as personnel, operating expenses, or equipment are considered a match if not in violation of the prohibition on supplanting. Match specified in the budget will become part of the grant award. Specific instructions for calculating the match are provided below. There are examples of how to calculate the match requirement in sections 6550-6550.2 of the *Grantee Handbook*.

## 5. **Travel Policies**

The following is OCJP's current travel policy:

### **a. Selection of Travel Policy**

Applicants may prepare the budget using their own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

#### 1) Units of Government

Units of government may use their own written travel policy or the state policy.

#### 2) Private Nonprofit Organizations

A private nonprofit organization may use the state travel policy or the applicant's written policy up to the maximum rates allowed by the state travel policy.

### **b. State Travel Policy**

Use the following state travel policy for budgeting travel expenses:

#### 1) Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel will be reviewed if the applicant is selected for funding.

#### 2) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 34 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the proposal.

#### 3) Meals and Incidentals

##### a) Breakfast \$6.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 9:00 a.m.

##### b) Lunch \$10.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$18.00

Dinner may be claimed if the trip begins at or before 4:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals \$6.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total

\$40.00 for a 24-hour period.

4) Lodging

Reimbursement is not authorized without a receipt. Statewide with a lodging receipt is the actual lodging expense up to \$84.00, plus applicable **taxes**, (except as noted below).

5) Special Lodging Rates

These rates allow actual lodging expense up to \$110 plus applicable taxes with receipt in Los Angeles and San Diego counties. Actual lodging of up to \$140 plus applicable taxes is allowed for Alameda, San Francisco, San Mateo and Santa Clara counties.

6) Other

Taxi, airport shuttle, etc., which exceeds \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

## 6. Consultant Services

Consultant services are provided on a contractual basis by individuals or organizations and are not direct employees of the applicant (see *Personal Services – Salaries*). Independent contractors must not be used in lieu of employees. Independent contractors are defined as individuals or organizations that meet some or all of the following criteria:

- produce a specific product or service;
- work independently without direct supervision from the applicant;
- work on specific projects;
- provide services for a limited number of hours or period of time; and/or
- have no agency management or oversight responsibilities that are directed toward the financial success or direction of the agency.

**a. Rates**

The maximum rate for independent contractors is \$450 (excluding travel and subsistence costs) for an eight-hour day. An eight-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. A request for compensation for over \$450 per day requires **prior approval** and additional justification.

1) Independent Contractors Employed by State and Local Government

Compensation for these independent contractors will be allowed when the unit of government will not provide their services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

**b. Expert Witness Fees**

Prosecution or criminal defense projects, which routinely utilize “expert witnesses” as independent contractors to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the grant may only be charged for costs above that which the county is required to cover. The maximum allowable rate for such witness fees is \$250 per hour up to \$2,000 per day. The total amount budgeted for expert witness fees must not exceed ten percent of the project’s total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- Qualifications, training, and experience of the expert(s). Include a statement regarding recognition by the court of the individual as an expert.
- Specialized certification/licensure (e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW); Marriage and Family Therapist (MFT); Medical Doctor (MD)).
- Rate of pay per hour. Provide documentation of a survey of the availability of similar consultants, the current “going rate,” and the proposed rate of pay. Indicate cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony).
- Proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation).
- Indicate why this cost cannot be paid with county funds. Attach a written justification to OCJP A303b.

**7. Facility Rental**

Up to \$18 per square foot annually (\$1.50 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the proposal.

#### **a. Rental Space for Training and Counseling Rooms**

Rental space for training and individual and/or group counseling rooms may also be charged to the grant, providing the rental charged is based on actual costs and not reimbursed by any other source.

### **8. Rented or Leased Equipment**

If equipment is to be rented or leased, an explanation and cost analysis will be required if the proposal is selected for funding. This analysis must demonstrate that it is more cost-effective to rent or lease the equipment than it is to purchase it and must be approved by OCJP prior to the execution of any rental or lease agreement.

### **9. Indirect Costs/Administrative Overhead**

Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. Flat rates not exceeding ten percent of personnel salaries (excluding benefits and overtime) or five percent of total direct project costs (excluding equipment) may be budgeted by applicants for indirect costs.

### **10. Audits**

An audit is required for all OCJP recipients expending \$25,000 or more of OCJP grant awards. Applicants may budget for the cost of obtaining a financial audit. Allowable audit costs are as follows:

- If the total amount of the grant is less than or equal to \$150,000, the applicant may budget up to \$1,500 for the financial audit costs; or
- If the total amount of the grant is greater than \$150,000, the applicant may budget up to one percent of the total grant for financial audit costs.

### **11. Equipment**

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit (including tax, installation and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

#### **a. Allowable Expenses**

Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the applicant for equipment already purchased.

Rented or leased equipment must be budgeted as an operating expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-

effectiveness, with the Grant Award Forms Package. Prior approval by OCJP is required.

All equipment purchased in whole or in part with state or federal grant funds is the property of the state or the federal government. However, under certain conditions, equipment may be transferred to the grantee at the end of the grant period. Satisfactory compliance with the Grant Award Agreement will be reviewed in considering the transfer of equipment.

**b. Computers**

1) Nonprofit Organizations

Applicants from nonprofit organizations may budget up to \$25,000 in computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. OCJP will evaluate the proposed purchase on the basis of grant-related need. OCJP must give approval prior to purchase.

2) Units of Government

Applicants from units of government may budget for computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. OCJP will evaluate the proposed purchase on the basis of grant-related need. OCJP must give approval prior to purchase. If federal grant funds totaling in excess of \$100,000 are used for automated data processing purchases, prior federal approval is also required.

3) Computer Purchase Justification

Approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost-effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. If selected for funding, the project will be sent instructions for preparing the justification.

**c. Automobiles**

Automobiles are not allowable budget items, unless permitted in the RFA Instructions. If a vehicle is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award Agreement. The justification must describe the need for a vehicle, including the size of service area and the need to provide direct service away from the office, and the reason why the agency will not allow personal vehicle usage during working hours. A cost analysis for vehicle purchase as compared to other options, including lease and personal vehicle use with mileage, must be conducted and kept on file for review by OCJP during a site visit, monitoring visit and by the auditor during the required annual audit.

## **12. Prohibited Expense Items**

The following is a list of prohibited items:

### **a. Lobbying**

OCJP grant funds cannot be used for lobbying activities.

### **b. Fundraising**

OCJP grant funds cannot be used for organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

### **c. Real Property and Improvements**

Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless authorized in the RFA instructions.

### **d. Interest**

The cost of interest payments is not an allowable expenditure, unless the cost is a result of a lease/purchase agreement.

### **e. Food and Beverages**

The cost of food and/or beverages at grant-sponsored conferences, meetings, or office functions is not an allowable expenditure.

### **f. Weapons and Ammunition**

The cost of weapons and/or ammunition of any type is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized in the RFA instructions.

### **g. Membership Dues**

The cost of membership dues for projects involved in the licensing or credentialing of professional personnel is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized in the RFA instructions.

### **h. Professional License**

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFA instructions.



**i. Annual Professional Dues or Fees**

The cost of professional dues or fees is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized by the RFA instructions.

**j. Charges, Fees and Penalties**

Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

**k. Depreciation**

Depreciation charges are not allowable expenditures.

## E. GLOSSARY OF TERMS

| Term                                     | Definition   |
|--|--|
| Activity                                 | The specific steps or actions that a project takes to achieve a measurable objective.  |
| Administrative Agency or Grantee         | The agency or organization designated on the Grant Award Face Sheet who is the programmatic recipient of the grant funds and will accomplish the planned objectives and program goals (e.g., Alameda County, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau).                |
| Application                              | Once selected for funding, the original proposal plus any additional forms as required by OCJP becomes the application. This application, once signed by OCJP and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement.           |
| Community-Based Organization (CBO)       | A nonprofit, public benefit corporation as described in Section 501(c)(3) of the Internal Revenue Service Code.  |
| Competitive Bid                          | A contract process used when all suppliers are equally or nearly equally qualified to provide the services.  |
| Equal Employment Opportunity Plan (EEOP) | A comprehensive plan that analyzes the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender.  |
| EEOP Guidelines                          | Extensive description of state and federal civil rights requirements and what constitutes an EEOP (samples, forms, etc.). The document was prepared to assist grantees in ensuring nondiscrimination and in the development, implementation, and/or improvement of their EEOP for compliance with the law. |
| Grant Award/Grant Award Agreement        | The signed final agreement (application) between OCJP and the local government agency or organization authorized to accept grant funding (see Application).  |
| Grant Award Forms Package                | The package to be sent to projects selected for funding containing forms needed for the final Grant Award Agreement.   |
| Grant Funding Cycle                      | The number of years a program <b>may</b> be funded without competition. A funding cycle is typically three years.  |
| Grant Funding Period                     | The period of time, determined by the RFP or the Application for Continuation Funding (REAP/RFA), which the Project Narrative, Objectives, Activities, and Budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (OCJP A301).                                      |

| <b>Term</b>                       | <b>Definition</b>   |
|-----------------------------------|---|
| <i>Grantee Handbook</i>           | This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions.   |
| Implementing Agency               | The agency or organization designated on the Grant Award Face Sheet that is responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).   |
| Memorandum of Understanding (MOU) | This term is used synonymously with Operational Agreement.  |
| Nonprofit Organization            | A nonprofit, public benefit corporation as described in Section 501(c)(3) of the Internal Revenue Service Code. The term is used synonymously with community-based organization.  |
| Objectives                        | A set of quantifiable projections to be carried out in order to accomplish the program goals.   |
| Operational Agreement (OA)        | A formal agreement between two agencies which specifies the responsibilities of each agency in implementing the project.  |
| Program                           | A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set appropriation from state or federal funding sources. |
| Program Guidelines                | The instructions concerning the programmatic and administrative requirements unique to a particular OCJP grant-funded program.  |
| Project                           | The implementation of a program's goals and objectives by a (funded) state or local government agency or community-based organization.  |
| Proposal                          | The packet of forms and narrative as requested by the RFP and submitted to OCJP which specifies the priorities, strategies, and objectives of the applicant.  |
| RFA                               | The Request for Application is a noncompetitive application issued by OCJP.   |
| RFP                               | The Request for Proposal is issued by OCJP to solicit competitive proposals relating to new funding.  |
| Single Source                     | A contract process used when one supplier can be documented as being uniquely positioned to provide the service.  |

| Term        | Definition   |
|-------------|--|
| Sole Source | A contract process used when a specific supplier can be identified as the only supplier able to provide the services required by the department.   |
| Supplanting | To reduce federal, state, or local funds due to the existence of OCJP funds. Supplanting occurs when a grantee deliberately replaces its non-OCJP funds with OCJP funds, thereby reducing the total amount available for the stated purpose. |